



DOVEBANK PRIMARY SCHOOL
MEETING OF THE LOCAL GOVERNING BODY
MEETING
HELD ON Tuesday 23rd May 2023 at 5.15pm



Composition of the Board

NAME	TYPE OF GOVERNOR	END DATE OF OFFICE	DESIGNATED ROLE	PRESENT
Andrea Fletcher (AF)	Teacher in Charge		Head of School	Y
Ann Melville (AM)	Community	30.4.27	Chair Safeguarding and Child Protection SEND Behaviour and Attendance	Y
Ray Hale (RH)	Community	30.4.27	Vice Chair Finance	Y
Joy Crane (JC)	Community	27.2.26	Community Humanities and Topics	Apologies Rec'd
Luke Gilbert (LG)	Parent Governor	10.4.27		Y
Helen Cholerton (HC)	Parent Governor	19.4.27		Y
Tracey Vale (TV)	Staff - Teaching	5.1.24		Y
Yasmin Goodband (YG)	Staff – Support	21.11.26		Y
In Attendance				
Jane Moore (JM)	Governance Professional		Clerk to LGB	Y
Lydia Leeson				
Apologies				
Joy Crane				

MINUTES
NON CONFIDENTIAL

ITEM NO	ITEM	LEAD										
1. 1.1	WELCOME AND APOLOGIES The chair welcomed everyone to the meeting including Luke and Helen the 2 new parent governors recently appointed. Governors went round and introduced themselves to everyone Resolved - The apologies received from Joy Crane were considered and accepted	Chair										
2. 2.1	DECLARATIONS OF INTERESTS The Governors were asked to declare any potential pecuniary interest or conflict of interest between an individual and the governing board as a whole with the business to be discussed during the meeting. No additional declarations of interest were made	ALL										
3. 3.1	MINUTES OF LAST MEETING The non-confidential minutes of the Governing Board meeting held on the 21 st March 2023 were approved and confirmed as an accurate record. Proposed by Ray Hale and Seconded by Ann Melville	Chair										
4.	MATTERS ARISING To review and update actions from the previous meeting. <table border="1"><thead><tr><th>DATE</th><th>ITEM NO</th><th>ACTION</th><th>BY WHO</th><th>WHEN</th></tr></thead><tbody><tr><td>6.12.22 13.2.23</td><td>18.1</td><td>Governors event to meet with staff. Meeting with support and teaching staff meeting, with teas, coffees and biscuits</td><td>All</td><td>15.5.23 at 3.30pm</td></tr></tbody></table> Update – 28.4.23 – JM emailed to TV to check still happening, 12.5.23 – Email sent to remind governors. The governors event was held on 15.5.23, AF to thank staff for organising and the delicious food provided on behalf of Governors.- Completed	DATE	ITEM NO	ACTION	BY WHO	WHEN	6.12.22 13.2.23	18.1	Governors event to meet with staff. Meeting with support and teaching staff meeting, with teas, coffees and biscuits	All	15.5.23 at 3.30pm	Chair
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6.12.22 13.2.23	18.1	Governors event to meet with staff. Meeting with support and teaching staff meeting, with teas, coffees and biscuits	All	15.5.23 at 3.30pm								

DATE	ITEM NO	ACTION	BY WHO	WHEN
13.2.23 21.3.23	5.3	Community and Parent Governor vacancies JM to change parent governor letter to remove the section on areas of interest for parent governors. Message will also go out to parents asking if family/friends may be interested in being community governors. Also will look at advertising on Facebook and Community groups depending on interest received.	AF/JM	Next meeting 23.5.23
Update – 28.4.23 Parent Governors now in place - completed Advert written for community governors to be placed in local venues Action - AF to look at placing advert in the graphic for the community and School Newsletter. Other suggestions include: Putting something in the parish news/Ibstock & Market Bosworth Action: - JM to forward AF a smaller advert				
DATE	ITEM NO	ACTION	BY WHO	WHEN
13.2.23 21.3.23	8.1	JM to chase Sian Griffiths to check whether school can dispose of the items for disposal sent to the Trust Finance Committee	JM	Next meeting 23.5.23
Update – 24.3.23 – JM spoke with SG – SG to contact Finance committee and confirm 17.4.23 - SG confirmed item added to the F&I Committee on 18.5.23 12.5.23 – AF confirmed items have already been disposed of. 23.5.23 - Completed				
DATE	ITEM NO	ACTION	BY WHO	WHEN
13.2.23 21.3.23	8.1	JM to discuss with Sian Griffiths what LGBs should be discussing in relation to Finance	JM	Next meeting 23.5.23
Update – 24.3.23 SG confirmed there had been discussions, CFO has confirmed the Trust report can be shared and uploaded on to Governor Hub SG to speak with the CFO/Hub regarding the communications with schools. 28.4.23 – P7 report uploaded onto governor hub in Finance Documents - Finance is Item 7 on Agenda				
DATE	ITEM NO	ACTION	BY WHO	WHEN
21.3.23	5.6	JM to check the date the Governors visit policy is to be released	JM	Next meeting 23.5.23
Update – Policy going to board on 27.3.23 - uploaded to governor hub 28.4.23 Completed				
DATE	ITEM NO	ACTION	BY WHO	WHEN
21.3.23	6.2	Early reading and phonics and reading peer review to be provided at the next governor meeting	AF	Next meeting 23.5.23
Update –24.3.23 – Added to Agenda 23.5.23 - completed				
DATE	ITEM NO	ACTION	BY WHO	WHEN
21.3.23	6.7	JM to upload achievement data sheet onto governor hub	JM	Next meeting 23.5.23
Update - 23.3.23 - completed				
DATE	ITEM NO	ACTION	BY WHO	WHEN
21.3.23	9.1	JM to send new link/reminder for governors for the governor hub training to be held on Wednesday 29 th March at 6.30pm	JM	Before 26.3.23

	Update – Completed 24.3.23					
	DATE	ITEM NO	ACTION	BY WHO	WHEN	
	13.2.23	10	JM to record the apologies of JC for the LGB meeting to be held 23.5.23	JM	Next meeting 23.5.23	
	Update – Completed 24.3.23					
	GOVERNANCE					
5.	GOVERNANCE - CONSTITUTION/ MEMBERSHIP					Chair
5.1	It was noted that 2 new parent governors have joined the LGB and that there are no further changes to board membership and terms of office before the next meeting.					
5.2	The Community Governor Vacancies have been discussed with AF to place some adverts in local newsletters					
5.3	The Governors noted Training undertaken since the last meeting AM has completed Promoting accountability for Vulnerable Children Training on line however is still awaiting a certificate and extended papers which were to be circulated Action – JM to check with SG The LiFE MAT Governor training Schedule for 2023-24 is available on governor hub, JM will add any training onto the Governor Hub message board when available. Still awaiting dates for the New Governor Training and AF confirmed there will be extra training for Governors with Braunstone Frith					
5.4	It was noted that not many governor visits had happened due to the changes in Governors AM confirmed visits need to be happening regularly and wants to completed some visits next term with a view to dividing areas in September <ul style="list-style-type: none">• AM to look at safeguarding and SEND visit• RH to look at Health and safety• LG to liaise with TV for Maths• JC has been carrying out some Culture and Community visits• From September LG will be responsible for SEND Action – JM to print off governor visit forms for JC, ask Louisa to keep a supply in the office Action – Governors need to add reports to Governor Hub – Governor visits folder (These can be sent to JM to upload)					
5.5	The proposed Schedule of Governor meetings for 2023/24 was discussed LGB meetings to be held on Wednesdays next year starting at 5.30pm Action – JM to redo schedule					
	SCHOOL IMPROVEMENT AND ASSURANCE					
6.	Head Teachers Discussion					Head
6.1	AF provided a brief update to the head teachers report, the report is available on Governor Hub					
6.2	AF confirmed the appointment of Alice Stanworth (AS) as Assistant Head Teacher LG questioned the leadership time and whether cover was provided AF confirmed that LL and AS would have leadership time allocated and cover is provided where required in classes					
6.3	AF confirmed that the recent SATs tests had went well, all 3 papers had difficult parts however the children coped well and the children had been well-prepared. The children were brilliant. KS1 are also due to complete their papers tomorrow. When the results come out, LL will do a break down on the results.					

<p>6.4</p> <p>6.5</p> <p>6.6</p> <p>6.7</p> <p>6.8</p> <p>6.9</p> <p>7.0</p>	<p>The papers will be broken down to focus on the dips from last year to ensure any missing knowledge is covered. Governors need to be aware that the percentage per head of children is quite high (as a small school) and the co-hort has a few SEND children.</p> <p>The children are hugely benefiting from the Friends of Dovebank</p> <ul style="list-style-type: none"> • A successful coronation event was run or the schools and the community • The pond and allotment area are now looking clean and tidy • Allotment club is now up and running thanks to the 2 new governors <p>The attendance figures have been impacted by holidays and traveller families currently away travelling. AS will be taking on the attendance management</p> <p>AM asked whether this is a follow on from COVID and suggested taking out the GRT figures. AF confirmed it was not a result of COVID and that the figures are produced with and without the GRT figures with current overall attendance for non-GRT children being above the national average.</p> <p>LG asked about the consequences are for non-school attendance AF confirmed that she is reluctant to go down the fining route as feels that fines cause bad feelings however the Trust are putting together a team of workers and a policy, the steps to progressing may change</p> <p>AF reported that support staff attendance is high, teacher absences have improved.</p> <ul style="list-style-type: none"> • one support staff member who has had an accident and been on long term sick • Other support staff absences are smaller amounts of days • One teaching staff member is currently on a 6-week phased return <p>AF confirmed that the school is struggling to recruit teaching assistants – current vacancies in year 5 and year 1/2 temporary. Interviews will take place on Thursday for teaching vacancy. AM to take part in the interviews on behalf of the governing body</p> <p>The school have put in place the new Dovebank Core Values, a copy has been provided to Governors and uploaded onto Governor Hub. These are now being rolled out to children, these will be linked to Dojo with rewards continuing to link to this and the core values.</p> <p>AF confirmed the school have carried out 2 separate suspension's this term The suspensions were short for foul and abusive language, hurting others and the school It was questioned about the impact of suspensions. AF confirmed that a suspension is a last resort for the school parents have a meeting. The suspension can assist with gaining support, the school can also take time to implement training and change strategies where required.</p> <p>AM questioned when the Strategic Wheel would be available, AF confirmed this will be made ready for next academic year</p>	
	FINANCE & BUDGETS	
<p>7.</p> <p>7.1</p> <p>7.2</p>	<p>Trust Finance Report</p> <p>JM confirmed that Andy Winter (AW) has been invited to attend the LGB meeting to discuss the recent financial reports. He is unable to make this meeting and will advise if he is able to the next meeting in July due to currently being employed on a temporary contract. It was agreed for a meeting to be arranged for RH to meet with AW to discuss budget reports.</p> <p>It was confirmed that Finance is dealt with centrally, the budget outline for P7 & P8 have been made available but need talking through to ensure Governors have a clear picture. If the school will still be running at a deficit for the next year, this will need to be investigated to move forward to bring the budget to balance</p>	<p>RH</p>

	It was agreed that the Governing body cannot take any responsibilities for the finance at the moment.	
	Action – AF to arrange for RH to meet with AW	
	SAFEGUARDING AND RELATED PASTORAL CARE ASSURANCE REPORTING	
8.	Termly Care, Guidance and Welfare Report	LL
8.1	<p>LL was unavailable at the meeting to provide and update</p> <p>AF reported that LL & AF meet every 2 weeks and look at children with concerns</p> <ul style="list-style-type: none"> • LL & AF review support actions and sign off when completed • Currently working with Lara Hall from the Trust • Ensure staff have complete and action concerns • A recent check of CPOMs (safeguarding database) was positive • Attend Children in Need and PEP meetings <p>AM to arrange safeguarding review with LL/AF</p>	
	ASSURANCE REPORTING	
9.	Individual Policy Review	Chair
9.1	<p>Governors noted and approved the following policies:</p> <ul style="list-style-type: none"> • Wrap Around Care Policy/Procedure • Relationship & Sex Education Policy <p>Governors noted The Trustee & Governor Visit Policy</p> <p>Action – JM to email the school office with the Governor visit proforma's</p>	
10.	Business Continuity Plan	Chair
10.1	<p>JM confirmed Jo Harris (JH) is looking into producing these for the Primary schools within the Trust.</p> <p>AF confirmed a meeting is booked to meet with JH on 5th June</p>	
11.	Annual LGB Effectiveness Review	Chair
11.1	<p>Governors have been provided with the Governor Hub Health check enable a review at the next meeting</p> <p>Action – All Governors to complete health check for a review of the questions</p> <p>Action – to be added to the agenda 3.7.23 to compile the answers</p>	
12.	LGB Action Points, Recommendations and Assurance	Chair
12.1	There were no action points to raise with the Trust Board	
13.	ANY OTHER BUSINESS	Chair
13.1	AF confirmed that from September the school would be cooking school meals on site, which will enable the school to design its own menus. The equipment will be put in place over the summer.	
14.	DATE & TIME OF THE NEXT MEETING	Chair
	To note the time and date of the next meeting on the Monday 3 rd July at 5.15pm	

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23.5.23	5.2	Community Governor Vacancies AF to look at placing advert in the graphic for the community and School Newsletter. Other suggestions include: Putting something in the parish news/Ibstock & Market Bosworth	AF	Next meeting 3.7.23
23.5.23	5.2	Community Governor Vacancies JM to send smaller advert to AF	JM	Next meeting 3.7.23
23.5.23	5.3	JM to check with SG for the certificate and extended papers to be circulated from the Vulnerable Children Training attended by AM	JM	Next meeting 3.7.23
23.5.23	5.4 9.1	JM to email Louisa (Office) with new governor visit forms for a paper supply to be kept in the office	JM	Next meeting 3.7.23
23.5.23	5.4	Governors to add visit reports on completion in the Governor Visits folder on Governor Hub	ALL	Next meeting 3.7.23
23.5.23	5.5	JM to change the Schedule of LGB meetings for 2023/24 LGB meetings to be held on Wednesdays next year starting at 5.30pm	JM	Next meeting 3.7.23
23.5.23	7.2	AF to arrange for RH to meet with Andy Winter during the school day	AF	Next meeting 3.7.23
23.5.23	11.1	Governors to complete health check for a review of the questions for the annual LGB effectiveness review	All	Next meeting 3.7.23
23.5.23	11.1	Annual LGB Effectiveness Review to be added to the next meeting agenda	JM	Next meeting 3.7.23